

ADMINISTRATIVE INTERNAL USE ONLY

D/FBIS

FBIS-1001/86

1 FEB 1986

MEMORANDUM FOR: CIA Records Management Officer

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: Inadvertent Destruction of Permanent Files

1. In January 1980 program summaries of English-language Moscow broadcasts to North America, maintained by an Analysis Group analyst, were destroyed upon her retirement. The destruction of these documents was inadvertent; no one knew they were designated for permanent retention. While the information contained in these documents is not available elsewhere, Analysis Group considered them of such marginal value and use to the office that they have since deleted them from the Records Schedule.

2. To prevent such inadvertent destruction in the future, documents listed on the records schedule are the responsibility of Chief, Research Staff, who is the final AG reviewing authority for material to be sent to Record Center.

DS&T/FBIS/AC [redacted] (7 Feb 86)

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